

NWLS Board of Trustees
March 18, 2023
10:00 A.M.
Virtual

1. Call to Order/Roll Call

Jeff Burke called the meeting to order at 10:00 am.

Present: President: Jeff Burke (Vilas County), Vice President: Jocelyn Ford (Washburn County), Treasurer: Clarence Campbell (Ashland County), Jim Crandall (Bayfield County), Buzz Byrne (Burnett County), Kathryn McKenzie (Douglas County), Sue Hendrickson, (Douglas County) Samuel Pomush (Douglas County), Ron Leino (Douglas County), Opal Roberts (Iron County), Dian Delong (Sawyer County), Linda Featherly (Washburn County), Donna Knuckey (Library Representative from Winter), Michelle Gostomski (Business Manager), Tony Kriskovich (IT Director), Sarah Wargin (System Support Specialist), Sherry Machones (Director)

Absent: Laura Rachford (Burnett County), Connie Cogger (Bayfield County), Courtney Dietsche (Douglas County), John Righeimer (Sawyer County)

2. Guest Comments

None.

3. Discuss and Consider Funding Proposal for IT Assistant Position

Motion by Sue Hendrickson, second by Kathryn McKenzie to approve the Funding Proposal for IT Assistant Position. Motion carried unanimously.

New motion introduced by Samuel Pomush, second by Jocelyn Ford to allow NWLS management the flexibility to negotiate salary range for the IT Assistant Position; range up to \$50,000. Motion carried on a roll call vote; Roberts, Hendrickson, and Leino voting against.

4. Discuss and consider NWLS Handbook Policy Updates

Motion by Sue Hendrickson, second by Jim Crandall to approve the NWLS Handbook Policy Updates. Motion carried on a roll call vote; Roberts voting against.

5. Approval of the January 15, 2023, Board of Trustees Meeting Minutes

Motion by Jim Crandall, second by Samuel Pomush to approve the January 15, 2023 Board of Trustees Meeting Minutes. Motion carried unanimously.

6. Approval of January and February 2023 NWLS Expenditures and Financial Report

Motion by Jocelyn Ford, second by Buzz Byrne to approve January and February 2023 NWLS Expenditures and Financial Report. Motion carried unanimously.

7. Approval of the 2022 Annual Report

Motion by Sue Hendrickson, second by Samuel Pomush to approve the 2022 Annual Report. Motion carried unanimously.

8. Designation and Authorized Signatory for the 2022 Annual Report

Discussion. No motion needed.

9. Director's Report

Updates from member libraries:

- The Drummond Public Library has begun offering a seed exchange program and has opened a STEAM and Makerspace section.
- The Spooner Memorial Library has officially launched its own bookmobile service (read more about it [here](#)). They also hosted their first overnight teen lock-in last weekend. Titled 'Teen Powered', the event offered a safe space for games, snacks, movies, and community project brainstorming with community leaders.
- The Larsen Family Public Library in Webster has begun its solar panel campaign.
- The Ben Guthrie Public Library in Lac du Flambeau has applied for a federal grant to have a language immersion camping experience. Jeanne Wolfe, Director, will be taking a leave of absence soon and will have a temporary director in place for the duration.
- The Evelyn Goldberg Briggs Memorial Library in Iron River is looking to buy a property adjacent to its current location for green space and a place to hold outdoor programming (read more [here](#)).
- The Vaughn Public Library in Ashland was informed by hired consultants that the cost for building renovations was too expensive and the area could not raise the needed funds (read more about it [here](#)).
- The Plum Lake Public Library in Sayner had a successful trivia fundraiser for their basement remodel project. 21 teams competed and the event raised \$5,500 for the project.

Updates from the system:

- Continuing Education Update
 - Privacy Tutorials Now Available: Wisconsin public library workers now have access to tutorials covering the basics of privacy and public libraries, with specific attention to Wisconsin laws. These tutorials were created by the University of Wisconsin-Madison's iSchool and are sponsored by Wisconsin Public Library Systems with support from the Wisconsin Department of Public Instruction, with funding from the Institute for Museum and Library Services.
 - [Privacy and Wisconsin Public Libraries Tutorial for Front-Line Staff](#): This tutorial includes three modules. Each module consists of a short (8-9 minute) video, links to additional reading, and a short comprehension quiz. The goal is to help front-line staff understand the reasons behind privacy policies and laws, as well as learning how to interact effectively with library users about privacy.
 - [Privacy and Wisconsin Public Libraries Tutorial for Managers and Directors](#): Library directors and managers can access a short tutorial with suggestions for working with staff, creating policies, and other administrative tasks related to protecting patron privacy. Completion certificates are available.

- Director's Retreat: April 14th at the Cable Community Center
- Children's Book Fest Set for May: The 35th Annual Children's Book Fest at the Pines Event Center in Rhinelander. Browse recommended youth and teen titles published in 2022 made available through the Children's Cooperative Book Center (CCBC).
- [Toward One Wisconsin 2023](#): A Conference on Equity, Diversity and Inclusion, April 25 – 26 in Appleton. Whether you're just starting and overwhelmed, or you're a leading activist in your community, this conference will provide best practices, insights and implementation tools to help you take the next steps.
- [WAPL Conference](#): The 2023 Wisconsin Association of Public Libraries (WAPL) Conference. This educational and fun event will take place April 26 – 28 at the Best Western Premier Waterfront Hotel & Convention Center in Oshkosh.
- Inclusive services
 - The February Update highlighted February's Black History Month, a list of upcoming continuing education opportunities including [Toward One Wisconsin 2023](#) - a conference on equity, diversity, and inclusion held April 25-26 in Appleton, the [Lincoln and Marathon County Diversity, Inclusion, and Community Welcomeness Study](#) conducted by WIPPS (Wisconsin Institute for Public Policy and Service), "People Like Me in Places Like Mine: Authentic Representation in Rural Picture Books" (Children and Libraries, Winter 2022), and WTMJ-TV Milwaukee news feature "[Could bolstering public libraries be the key to reducing crime and violence?](#)".
 - The March Update announced BadgerLink resources for Women's History Month, ADA requirements for individuals in the workplace with hearing disabilities, a new brief on [Wisconsin's Older Population and Vision Loss](#), [Tips For Creating a More Inclusive Workplace](#), and diverse holidays in March.
- ILS Update:
 - [NICE \(Northern Wisconsin ILS Consortium Exploration\) Project Update](#)
 - Cooperative Cataloging

Eight Wisconsin Public Library Systems were awarded an LSTA grant to investigate current and potential cataloging standards across the state as suggested during the multi-year Public Library System Redesign (PLSR) study. Colleagues from each system worked with WiLS consultants to complete survey and focus group processes that was completed in February. Next, WiLS will use data analysis from the survey and focus group to create a report. Feedback from the survey and follow up focus groups will help to establish mapping of inclusive subject headings in an effort to standardize the use of alternative vocabularies where deficiencies exist in Library of Congress Subject Headings. A small number of headings will be considered for examination for use throughout the collaborative partners.

Native content creators: Several partners attended Wisconsin NACO funnel training. The next steps include identifying potential creators needing record enhancement or creation and the means to begin the work
 - As of this week, all NWLS member libraries (except for Hayward) have gone fine-free. The latest libraries that made the change were Manitowish Waters, Land O Lakes, and Presque Isle.
- Technology Update:

- The Technical Support position is still open. WVLS and SCLS both still have their equivalent positions open.
- Helpdesk tickets: 1/10/23-3/9/23 we had a total of 357 tickets.
- Annual reporting is finished.
- Updating Spring Dell Bulk Order Pricing (delayed this year)
 - New pricing for desktops will be out 3/9 and notebooks 3/23
- Sierra 5.6 Upgrade scheduled for April 16th.
- Future Projects:
 - Helping libraries with AT&T and local carrier site visits for upcoming BadgerNet contract change.
 - Upgrade any Windows 2012 servers before EOL in October.
- LEANWI Partnership Updates –
 - 2022-2023 Grants
 - Technology – Increase Capacity for Technology Tools and Resources Sparsity Aid. LEAN WI partners were allocated \$75,297.00 in aggregate and were notified of award. LEANWI partners are planning utilizations for this funding pending official notice of award. Planning was partially on hold until ECF award announcements came through mid-January 2023.
 - 2023 Emergency Connectivity Fund (ECF) - Extension of services for existing mobile hotspot devices and additional of devices and services. LEAN WI partners were awarded an aggregate of \$309,832.45 across three applications for the continuity of existing mobile hotspot data services through 2023 and for additional devices and funding of services through 2023. Our vendor advised we request changes to the invoicing model from BEAR 472 (passthrough with reimbursement) to SPI (direct payments to provider) and we are currently waiting for final confirmation from USAC for the changes.
 - Working with Anne Hamland on moving four more NWLS library websites to our in-house hosting solution.
 - Library Location migrations to WiscNet RDC (Regional Data Center) –
 - Need to coordinate with RDC, IFLS, WVLS, TEACH, BadgerNet, and WiscNet on moving NWLS headend Internet connection to RDC location.
 - Combining these connections will allow NWLS to save \$4,500 because of no need to purchase the routing device that is end-of-life required by WiscNet.
 - Update: Have met with LEANWI IT on ways of solving these issues we were unaware of with this change.
 - WiscNet is requesting that we stop using certain external IP addresses they accidentally gave out in error.
 - LEANWI IT have decided to combine all our external IP addresses under one common IP subnet range for consistency for all three systems. This will allow each of our member libraries to have their own external IP addresses and no longer share from a common pool. Allows libraries to purchase their own database

subscriptions to allow access, help with finding\eliminating malicious network traffic, and protection for other locations in the case of a blacklisted IP.

- With this change, I have contacted all our database vendors to add the necessary IP changes.
- IFLS will be making these IP address changes starting 3/14, NWLS is scheduled for 3/20. WVLS is TBD.
- Internet facing ILS servers external IP addresses will then be changed.
- Monitor network traffic to make sure the NWLS headend is no longer being used.
- Continuing with the decommission of NWLS WiscNet headend ISP.

Updates from the Director:

- Digital Services: NWLS maintained its commitment to online databases on behalf of its member libraries and their patrons by introducing [4 new databases](#) that are ready to use: Creative Bug, Transparent Languages, Kanopy, and The New York Times.
- Gina, Jackee, and I met with the new Director of the Bad River Library. We informed her about the benefits of being a part of the Network and the System and are willing to help in any way we can.
- WLA [Leadership Development Institute](#): The 2023 Leadership Development Institute is a highly immersive training program designed specifically for the library profession. Based on several overarching leadership competencies, participants will interact in cohort groups throughout the six-month program. Each module includes the introduction of problem-solving skills and real-life applications. Instructors represent a wide range of disciplines both within the library community as well as outside of the profession. I chaired this committee and personally helped design the program. Applications closed on March 13th and had 43 applicants, 3 from NWLS member libraries (Emilie Braunel - Plum Lake, Sara Klemann - Eagle River, Jennifer Tahtinen - Superior). Those 3 will receive scholarships to participate in the program.
- Library Legislative Day: Wisconsin Library Association Library Legislative Day was well attended on February 7 with 220 registrants. The morning briefing program held at Madison Public Library included remarks from Governor Tony Evers, Senator Mary Felzkowski, Representative Evan Goyke, State Superintendent of Public Instruction Jill Underly, the recently appointed Assistant State Superintendent Division for Libraries and Technology Dr. Darrell Williams, and WLA Government Relations Advisor Steve Conway. The NWLS team (Sherry Machones, Angela Bodzislaw, Teresa Schmidt) visited all legislators whose districts include portions of NWLS counties, sharing some appointments with attendees from IFLS and WVLS.
- Current legislation: [Assembly Bill 15](#) An Act to amend 119.04 (1); and to create 43.75 and 118.073 of the statutes; Relating to: pupil or minor access to harmful material in public libraries and to harmful material or offensive material in public schools.
- 2023 Superior Days: Winter weather shrunk the number of attendees that were able to lobby in Madison. Among the issues the delegation lobbied legislators for was keeping 20% of state-collected sales taxes local to help pay for government services. Gov. Tony Evers included the measure in the state's biennial budget. Delegates also lobbied for the university to retain reciprocity payments made by out-of-state students and improved Medicaid reimbursement rates. We had productive discussions with Sen. Quinn, and Rep. Chanz Green, but Rep. Angie Sapik didn't attend.

- Dates Set for JFC Public Hearings: The legislature's powerful Joint Finance Committee has announced [dates and locations for four public hearings](#) to solicit citizen input for the 2023-2025 biennial state budget. JFC members will be taking testimony during marathon sessions from 10 AM to 5 PM in Waukesha on April 5, Eau Claire on April 11, Wisconsin Dells on April 12, and at Lakeland Union High School in Minocqua on April 26. WLA LD&L members are serving as site captains. WVLS's Kris Adams Wendt and I are organizing library supporters to literally stand up for state library aid behind designated speakers at the Minocqua hearing. Please contact Sherry for additional information regarding the Minocqua hearing or at other locations.

New this year is an [online portal featuring a public comment form for testimony](#) that will be gathered and shared with all 16 members of the Joint Finance Committee through the end of April. WLA is asking library supporters to message in favor of a modest increase of \$6 million for regional public library system aid in the 2023-2025 biennial budget, as well as cost-to-continue funding for BadgerLink, Newline for the Blind, and contracts with providers of specialty library services from the Wisconsin Talking Book & Braille Library, Cooperative Children's Book Center, UW-Madison, and Milwaukee Public Library. More information about state aid for Wisconsin library services is linked [here](#). Identify yourself and your relationship to a specific local library. Share an anecdote about the way your library makes a difference to the people who value its services and programs. In closing, thank the JFC members for their past support of Wisconsin library services. State aid budgeted for public library systems like NWLS benefits all residents of Wisconsin by providing cost-effective infrastructure and expanding access to library resources well beyond what is funded with local investments. Receiving a remarkable number of public comments will enable WLA's library champions on the Joint Finance Committee like 12th District Senator Mary Felzkowski to demonstrate citizen support for our biennial budget requests.

NWLS Past Events for staff:

- January 17: NICE Project; DPI and System Director Meeting; DPI Inclusive Services Meeting; SRLAAW
- January 18: ALA SIF Network; LD&L Brainstorm; Bayfield County Library Planning Meeting
- January 19: Director's meeting; PLSR Delivery meeting; LDI Committee
- January 20: WLA Board meeting; ALA Membership meeting; LSTA IDEA Team meeting; AILA Membership Meeting
- January 23: LSTA Cooperative Cataloging Grant
- January 24: LEAN WI meeting; DPI and System Director Meeting; ALA PLA Councilors meeting; ILL Coordinator's meeting
- January 25-February 1: ALA Conference
- January 25: ILS Exploration; 10 Rules to Successfully Manage Change webinar
- January 26: NWLN meeting
- January 30: WAAL/TSS Conference Committee
- January 31: DPI and System Director Meeting; How to Train Your Community on Libby webinar
- February 2: LDI Committee
- February 3: Northern WI Tribal Public Library Director's meeting
- February 6-15: Audit
- February 6: SRLAAW
- February 7: WLA LLD; Cable Director Search Committee
- February 8: ILS Exploration; Marketing Workgroup; Iron River Board Meeting

- February 9: TSS Discussion; WPLC Technology Steering Committee; WVLS ILS Evaluation Committee; De-escalation webinar; WLA LDI Committee
- February 13: New Director Orientation in Shell Lake;
- February 14: Centralized Cataloging meeting; DPI and System Director Meeting; Bookmobile Policy meeting
- February 15: Ideas to Action grant meeting; ALA Presidential Forum
- February 16: Teach and Learn with WiscNet: MFA, EDR, and Cyber Insurance webinar; Legislative Listening Sessions in Ashland and Mellen; PLSR Delivery meeting; IDEA Team Meeting;
- February 20-22: Superior Days
- February 20: Cooperative Cataloging meeting; WPLC Board Meeting
- February 21: NICE Project; DPI and System Director Meeting; Wisconsin NACO Funnel Training
- February 23: Dell Roadmap Meeting; LDI Committee
- February 24: WiLS Membership Meeting; NWLN Event Planning; WAAL/TSS Conference Committee
- March 2: NICE Project System Staff Focus Group
- March 6: Cooperative Cataloging webinar; WLA Leadership Committee
- March 7: DPI and System Director Meeting; NWLS Staff meet with Bad River Director; Pika Discovery Layer meeting
- March 8: ILS Exploration meeting; Marketing workgroup; Advocacy Toolkit meeting; ALA CORE Interest Group meeting
- March 9: WPLC Technology Backup Steering Committee Meeting; WVLS ILS meeting; ALA Core Interest Group meeting; WiscNet: Filtering Solutions webinar; Civic Health of WI Steering Committee Meeting
- March 10: ALA Core Interest Group meeting; Technical Services Workflow Efficiency Webinar; Cataloging Norms Webinar
- March 12-14: BrainStorm Conference
- March 14: Centralized Cataloging meeting; Cooperative Cataloging meeting; LDI Committee
- March 15: Meet Your OverDrive Team and Learn What's New for 2023 webinar; Caregiver Conference Sub-Committee Planning
- March 16: NWLN & Director's meeting; WiLS Strategic Planning for Eagle River
- March 17: WLA Board meeting; Inclusive Subject Mapping meeting; LSTA IDEA Team meeting; NWLN Event Planning Meeting

10. Adjourn

Motion by Jeff Burke to adjourn the meeting at 11:07 am, second by Samuel Pomush. Motion carried unanimously.

Respectfully submitted by Sarah Wargin, System Support Specialist, and Sherry Machones, Director